

# WORKING



Richard J. Codey, Acting Governor • NOVEMBER 2004 • Marjorie A. Schwartz, Acting Commissioner

## Working Together

by Marjorie A. Schwartz  
Acting Commissioner

It is an honor to have been appointed Acting Commissioner for the NJ Department of Personnel. In assuming this role, I succeed the very able commissioner, Ida L. Castro, Esq. As Acting Commissioner, I



Acting Commissioner  
Schwartz

am pleased to continue working with the outstanding NJDOP team I have come to know and respect during my 13 years in State and Local Operations.

The women and men of this department are serious about our mission of attracting, developing and retaining the highest quality workforce for New Jersey. They are dedicated to helping their customers address the human resource issues that surface every day in workplaces around the state. While the department is relatively small, there is no question we play a vital role in keeping New Jersey running smoothly 24/7.

I look forward to applying my 20 years of experience as a career civil servant to address policy issues that I hope will continue to modernize our personnel systems and practices and improve our service to customers.

Above all, I am committed to working together with all NJDOP stakeholders including our colleagues in State and local government, labor and business — whether they be policy makers, regulators, job seekers, employees, or employers — to continue to provide our State workforce with fair and equal opportunities and a work environment that enhances productivity and improves the careers and lives of the employees and residents of our state.

## Eligible candidate lists now posted online

A new, convenient online service, available at [www.nj.gov/personnel](http://www.nj.gov/personnel), is making potential employment information more accessible to qualified candidates who have applied for civil service jobs.

To compete for promotional and or entry-level exams, an interested candidate must respond to a job announcement, an invitation for the public to compete for existing and future job vacancies in State or local government. Once all interested candidates have taken the exam (or completed the application process), the names of all the qualified candidates go on an "eligible list," ranked by score. When a hiring agency notifies NJDOP that it wants to fill a vacancy, NJDOP sends the agency the names that are ranked highest on the eligible list for the title. This is called a certification list. When a candidate's name appears on a certification list, it means that person may be interviewed and considered for appointment.

To streamline service and increase responsiveness, eligible lists are now posted on the NJDOP website. Successful candidates who become certified are then eligible for appointments to specific government job titles once openings are established.

Since not everyone has computer access, candidates and appointing authorities will continue to receive results in the mail.

"This online enhancement is in keep-

ing with the Department of Personnel's continuing commitment to better serve our customers," said John Kraus, Director of Selection Services, the Personnel division that assists state and local government agencies in recruiting and selecting employees, and is responsible for this new feature.

- The lists include names, ranks, veteran status, and final averages of candidates. Candidates' resident status is also available. Applicants who are ineligible, failed the selection process, or did not take the exam will not appear on these lists.
- Lists will appear on

the web as soon as they become public information and will remain online for 90 days.

- Lists on the web will reflect results known at the time the list is issued, however, if an entire list has been changed, it will be updated online.
- Lists include results for both entry-level and promotional openings.
- Lists that will not be published online involve entry-level titles associated with the Clerical Assessment Program (CAP), the Law Enforcement Examination (LEE) program (e.g. police, sheriff and correction officer titles, etc.) and firefighter lists.

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# Public Safety Update

## WORKING FOR NEW JERSEY

### Opportunities for public safety positions

- The next entry-level Firefighter exam announcement is tentatively scheduled for May 2005. The announcement including the application will be posted on the NJDOP's website and distributed statewide to fire departments and other municipal/county locations.
- Promotional exam announcements for County Correction Officer and Sheriff Officer will be posted and distributed in December 2004.
- NJDOP tested approximately 73 percent of the 32,000 entry-level law enforcement applicants. Testing was completed in October and candidates will receive test scores in December 2004.
- Exam announcements for Deputy Police Chief and Police Chief were posted and candidates will be tested in December.
- Announcement and testing activity is also taking place in the Fire Service. Fire Lieutenant and Fire Captain candidates will be tested in November 2004 and Deputy Fire Chief announcements will be posted in December 2004.



*The public now can view lists of eligible candidates who have passed civil service tests for non-public safety positions with State, County and municipal government agencies. The eligible lists can be viewed at: [www.nj.gov/personnel](http://www.nj.gov/personnel).*

### Cop2Cop volunteers honored



*Volunteers who work with New Jersey's nationally-recognized Cop2Cop program were honored recently at a dinner in Newark. Acting Commissioner Schwartz is shown above sharing a light moment during the festivities with Fredy Mitchell, a retired Newark Police Officer and a Cop2Cop volunteer.*

## CAMPS IS COMING

CAMPS, the New Jersey Department of Personnel's new web-based County and Municipal Personnel System, will allow county and municipal appointing authorities to transfer employee information and complete personnel transactions with NJ DOP online. CAMPS will give county and local authorities:

- A faster and improved employee records system

- Direct control of employee transactions
- Instant access to generating employee reports

CAMPS will enable appointing authorities to electronically enter and send DOP data for appointments or personnel transactions, saving time and labor costs and eliminating needless paperwork.

CAMPS will become your personnel manager's best tool — an effective and efficient system for employee record management. CAMPS will improve response time for submission and approval of all personnel transactions and will give appointing authorities the ability to track transactions. For more information call 609.984.2344 or email [Camps.Support@dop.state.nj.us](mailto:Camps.Support@dop.state.nj.us).

### Notable MSB decisions are now available on NJDOP website

<http://www.state.nj.us/personnel/msb/decisions/index.htm>

In 1988, the NJDOP launched the premier issue of the *Merit System Reporter*. On the first page, we told our readers that this publication "was developed in response to numerous requests from attorneys, union leaders, public employers and other interested parties for a source of information on decisions concerning merit system law and rules."

Now, with the development of the Internet and the enhancement of the NJDOP web site, we have the means to provide all interested parties—not just those on our mailing list—with an abundant source of decisions on merit system law and rules.

Beginning this year, notable decisions by the Merit System Board and the Com-

missioner of Personnel are being placed on our web site at <http://www.state.nj.us/personnel/msb/decisions/index.htm>. In the months and years ahead, we will add many more decisions to this resource. We also plan to index these decisions, so that this portion of the website will become a valuable research tool.

## ITP provides a ladder to success for State and Local employees

State and local government employees in New Jersey can learn about opportunities for job transfer and career advancement through the Department of Personnel's Intergovernmental Transfer Program (ITP). ITP helps eligible public employees with permanent civil services status transfer between state and local governments and between local governments while maintaining their permanent status.

"ITP is a ladder to success for New Jersey State, county and municipal employees," says NJDOP Acting Commissioner Schwartz. "The program allows Merit Sys-

tem jurisdictions to share talented and experienced individuals. This expands opportunity for qualified employees and makes it easier for governments to find, recruit and hire talented, experienced people."

Intergovernmental transfers must be approved and accepted by all parties including, of course, the individual moving to a new job. All transfers under the program must be processed and approved by the Office of Intergovernmental Services, New Jersey Department of Personnel. For more information, call 609.984.1066 or visit our website at [www.nj.gov/personnel](http://www.nj.gov/personnel).

## HRDI offers Master Certification for IT managers in partnership with George Washington U and ESI International

New Jersey's state and local government IT managers can now earn a master's certification in project management and contracting. Through a partnership with George Washington University, ESI International and HRDI, NJDOP is now offering a way for public employers to advance IT project performance throughout the state. The 3-5 day courses are designed for managers who must be proficient in the body of knowledge necessary for managing IT projects, including initiation, scheduling, quality, procurement and communications issues.

Students must complete all seven courses to qualify for the George Washington University Master's Certificate.

Upon completion of the IT curriculum, students will know how to:

- Link project goals and objectives to stakeholder needs
- Identify customer requirements using proven techniques
- Develop a focused project plan to manage the system implementation
- Apply fundamental project management skills, concepts and techniques

- Implement quality concepts
- Identify contract components and understand the contract process
- Build high-performance project teams through more effective communication
- Work across functional boundaries
- Develop work breakdown structures
- Estimate project costs and schedules using simple, proven techniques
- Find solutions to problems specific to communications, software, hardware, testing and systems integration projects
- Manage software project risks using a proven seven-step process
- Establish a dependable and measurable project control and monitoring system

Interested IT managers may contact Whitney Joseph at HRDI at 609.943.9964 (phone); 609.777.3763 (fax); or by email [whitney.joseph@dop.state.nj.us](mailto:whitney.joseph@dop.state.nj.us).

For other training and advancement opportunities, visit HRDI's website: [www.njtrainer.com](http://www.njtrainer.com).



### Dominicano del Condado de Essex honors Robin Andular

NJDOP Assistant Commissioner Robin Andujar was named "Community Activist of the Year" by the Dominican Parade and Cultural Festival of Essex County. He was honored at the "Fiesta de Gala" on September 24 in Newark for his dedication and commitment to the community and for his tireless efforts to educate the Latino community and increase their involvement in the issues that affect Hispanics in New Jersey. Robin is a strong advocate of sharing the Dominican culture, while insisting on the need to be mindful and respectful of other cultures.

Assistant Commissioner Andjar noted that: "Sharing one's heritage and culture contributes to the education of our communities. I have learned a lot about other cultures just by assisting in their cultural events."

"Anyone active in his/her community is an activist. The growing needs of the Latino community can only be addressed if everyone in a position to help becomes an activist."

"Dedicating time to our community is a hard task. But when you see the results of your efforts, there is a strong satisfaction that is hard to explain."

**NJDOP is an Equal Opportunity Employer**

## Working for New Jersey

NJ Department of Personnel

PO Box 317

Trenton, NJ 08625-0317



To learn more about careers in public service,  
visit our easy-to-use website at  
**[www.nj.gov/personnel](http://www.nj.gov/personnel)**

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### Join NJDOP at the 89<sup>th</sup> Annual League of Municipalities Conference

The NJ Department of Personnel is participating in the annual League of Municipalities Conference scheduled for November 17-18 in Atlantic City.

In addition to the popular NJDOP Staff Roundtable Discussion, Acting Commissioner Schwartz and a distinguished group of experts will preside at a November 17 session, "Building a Better Municipal Workforce."

To learn more about NJDOP's newest programs and

services, including CAMPS, Student Intern, and Police Assistant Programs, visit Booth 142-144 in the exhibition hall in the Atlantic City Convention Center.

#### **NJDOP CONFERENCE SCHEDULE**

**Nov. 17, 10:45 AM - 12 PM**

*Building a Better  
Municipal Workforce*  
Room 421.

**Nov. 18, 2 - 4 PM**

*NJDOP Executive  
Roundtable Discussion*  
Hall A.

### 2005 Public Service Recognition Awards nominations now being accepted

County and municipal employees are eligible for the second year to be part of the State's annual Public Service Recognition Awards program. The program is also open to all State employees.

Nominations can be made by supervisors or fellow employees and can recognize individuals or groups of employees.

Local government employees may be nominated for awards in Heroism and Customer Service Excellence. The deadline for nomi-

nations for the 2005 awards is January 10, 2005.

For more information, contact Anna Glyptis, Awards Program Coordinator, at 609.984.1061 or by email at [aglyptis@dop.state.nj.us](mailto:aglyptis@dop.state.nj.us).

Award winners will be recognized at a formal ceremony Monday, May 2, 2005, from 10 AM to 12 PM at the Trenton War Memorial.

For information on the program and nomination process visit **[www.state.nj.us/personnel/programs/recognition.htm](http://www.state.nj.us/personnel/programs/recognition.htm)**.

**[www.nj.gov/personnel](http://www.nj.gov/personnel)**  
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